

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

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In Reply To:

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Information Bulletin No. MT-2004-038

To: State Management Team

From: State Director

Subject: Montana/Dakotas Local Perspectives Orientation, DD: 2/20/2004

The initial planning for the sixth Montana/Dakotas Local Perspectives Orientation has been completed. This course will provide employees (both new to government service or new to BLM) the opportunity to become more familiar with our local organization. Attachment 1 is a copy of the draft agenda.

We chose the Hampton Inn here in Billings for the location of the course this year. The course begins in the afternoon on Monday, April 26, 2004, and continues until mid-afternoon, Thursday, April 29, 2004. The course will wrap-up on Thursday with a field activity on BLM land, and an opportunity to visit the State Office.

We have targeted this training for employees who have less than 12 months experience with BLM. However, you should consider nominating anyone who would benefit from attending. We designed the training to accommodate 30 individuals in the target group. Attachment 2 is a list that includes all new employees since January 1, 2003. Please send your nominations, in priority order, to Tammy Fisher, MT-933, by February 20, 2004. For those participants who must travel, all costs for travel and per diem will be paid by the home office. For the cadre and presenters who must travel, costs will be paid by this office.

After the participants have been selected and confirmed for the Local Perspectives orientation course, they will be sent a letter with the specifics of the course along with a copy of the agenda. They will be informed to make their own reservations at the Hampton Inn.

The Local Perspectives Team and I are excited about the potential positive effect this course will create. We are working diligently to provide a useful and meaningful employee orientation that will set a path that our new employees can follow into the future.

If you have any questions concerning this course, please contact Team Lead, Rick Hotaling, at 406-533-7629. Tammy Fisher, Human Resources Specialist, may be contacted at 406-896-5231.

Signed by: Martin C. Ott

Authenticated by: Donna K. Zentz, MT-933

2 Attachments

1-Draft Agenda (3 pp)

2-Employees New to DOI/BLM and MT/DAKs BLM (5 pp)

Distribution w/attms.

Assistant Field Manager, Glasgow Field Station

Assistant Field Manager, Havre Field Station